

St. Andrew's C.P. School




Kirk Ella

## **EMERGENCY PLAN**

**Date of last Review: September 2021**

**Review in: September 2022**

Date of Issue:	23.09.21
Copies of this document are available from:	Shared network area and office. Staff will be emailed the emergency plan in it will be shared in staff meetings

Name of Responsible Person:	Jamie Church
Signature of Responsible Person:	

#### Details of Critical Incident Management Team (CIMT)

Whilst every individual within the school has a role to play in the response to a critical incident, the following individuals have designated roles:

Incident Manager	<p><b>Head teacher</b> <b>Jamie Church</b></p> <p>Lead the CIMT and have overall responsibility for the schools response to the emergency situation</p> <ul style="list-style-type: none"> <li>• Notify the council</li> <li>• Liaise with emergency services</li> <li>• Delegate roles to members of the CIMT as necessary</li> <li>• Coordinate regular briefings with CIMT and the wider staff team.</li> </ul>
School Operations Manager	<p><b>Deputy Headteacher's</b> <b>Amanda Stevens and</b> <b>Louise McGarry</b></p> <p>Whilst the Incident Manager is dealing with the incident itself, normal running of the school must be maintained as far as possible.</p> <p>The School Operations Manager should be the point of contact for 'normal, everyday' enquiries.</p>
Admin Officer	<p><b>Business manager</b> <b>Leah Hodgson</b></p> <ul style="list-style-type: none"> <li>• Liaise with council services</li> <li>• Coordinating a record of contacts. Collate details of medical conditions</li> <li>• Recording and directing of individuals visiting</li> <li>• Contacting relevant individuals such as chair of governors, etc.</li> <li>• Identify a suitable, private space for meetings/interviews</li> <li>• Maintain a record of all actions taken and decisions made in the event of any inquiry/investigation</li> </ul>

Control Centre Coordinator	<p style="text-align: center;"><b>Business Manager Leah Hodgson</b></p> <ul style="list-style-type: none"> <li>• Ensure that the control centre is equipped with the necessary means of communication, facilities and equipment</li> <li>• Liaise with designated, off site 'Place of Safety' if full site evacuation is required</li> </ul>
Media Officer	<p style="text-align: center;"><b>Headteacher Jamie Church</b></p> <ul style="list-style-type: none"> <li>• Notify the local authority Press Office and liaise with them to ensure press enquiries are dealt with appropriately and with support from the council.</li> <li>• Act as main point of contact and spokesperson for all press enquiries on behalf of the school</li> <li>• Agree the timings of press conferences/releases and photograph opportunities</li> </ul>
Finance Officer	<p style="text-align: center;"><b>Business Manager Leah Hodgson</b></p> <ul style="list-style-type: none"> <li>• Authorised person to access and agree spending of funds as part of emergency response</li> <li>• Liaise with local authority Finance</li> <li>• Liaise with local authority Insurance</li> </ul>
Parent Liaison/Wellbeing Officer	<p style="text-align: center;"><b>Deputy Headteacher's Amanda Stevens</b></p> <ul style="list-style-type: none"> <li>• Briefing and liaising with staff, pupils and parents</li> <li>• Liaising with Educational Psychology, Occupational Health, or other relevant services to help coordinate pupil and staff support</li> </ul>
Premises Manager	<p style="text-align: center;"><b>Business Manager Leah Hodgson and Dave O'Neil</b></p> <ul style="list-style-type: none"> <li>• Liaise with local authority Building Services Officers</li> <li>• Act as point of contact for building related queries, such as location of gas, electricity and water services, asbestos, and other potentially hazardous substances (e.g. oxyacetylene, chemicals, radioactive sources)</li> <li>• Ensure suitable security measures are in place/enhanced where required: deterring intruders, restricting press access and controlling visitors.</li> <li>• Support staff in the setup of a control centre</li> </ul>

You may only deviate from your nominated role with the express agreement of the Incident Manager. Best intentions to assume these roles without consent or agreement from the Incident Manager are not acceptable.

## Evacuation

Signal for Fire Evacuation	Fire Alarm
Signal for Bomb Evacuation	Fire Alarm - Headteacher to notify staff to evacuate to the church
Signal for All Clear	Upon instruction from the Incident Manager, following liaison with the emergency services as appropriate

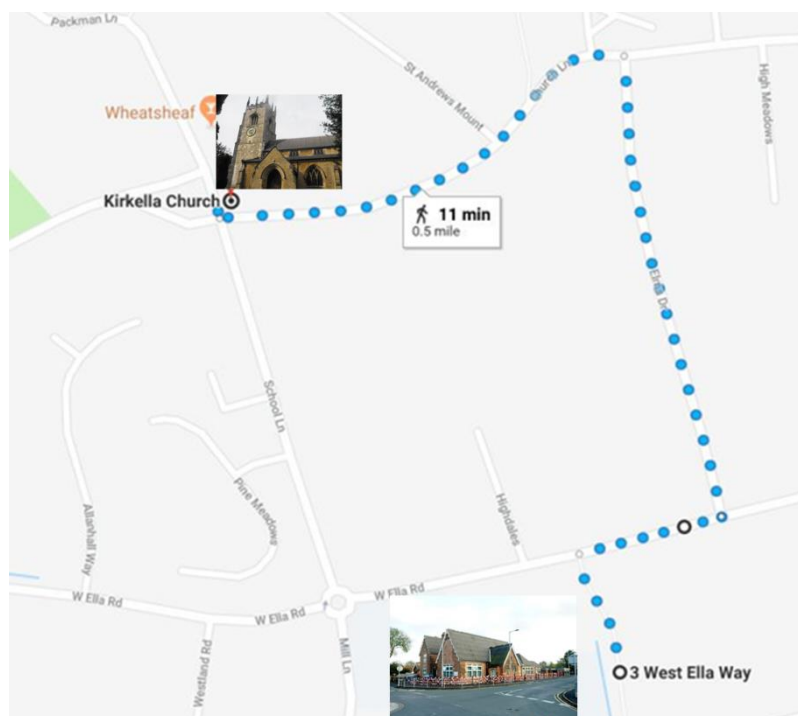
Fire Assembly Point (s):	In Front of South Block
Bomb Assembly Point (s):	At the Back of the field and travel to the local church

<p>What to do if you discover a fire (if not automatically detected):</p> <ul style="list-style-type: none"> <li>- Do not tackle the fire and sound the alarm</li> </ul>
<p>What to do if you discover a bomb/suspicious package or telephone alert:</p> <p>See Bomb Alert Telephone Record</p> <ul style="list-style-type: none"> <li>- Headteacher evacuates the building and follow plan through to the local church</li> </ul>

In the event that the school is considered unsuitable for occupation, the Incident Manager will communicate the decision to evacuate to an agreed place of safety:

Designated, off site 'Place of Safety'	Kirk Ella St Andrew's Church
Contact Details for 'Place of Safety'	St Andrew's Church, Church Lane, Kirk Ella HU10 7TL

The safe route to be taken is:



Evacuate out of the back of the school

Along the cut through to West Ella Road

Cross the road and turn right

Turn Left onto Elms Drive

Walk to the top of the road

Turn Left and walk to the church

Cross the road and through the entrance to the church

Enter the building when instructed

## Shelter

Shelter may be required within the school building due to report of an environmental hazard (e.g. smoke plume, fire within the vicinity), animals loose on site, or emergency which may require emergency services and it would be prudent to have a clear space to allow for the emergency to be dealt with without distraction/upset.

Signal for Shelter (Indoor)	Five Bells,
Signal for Shelter (Outdoor):	Five Bells, Five Whistles, 'All in shouted'
Signal for All Clear:	Upon instruction from the Incident Manager

### **Procedures to be followed:**

- ◆ Ensure all staff, children and visitors are brought inside in a calm and orderly manner. Children to their own classroom.
- ◆ If appropriate they may need to be brought away from one side of the building (e.g. if there is a risk of blast which may shatter windows).
- ◆ All doors and windows are closed and that circulation/ventilation systems are switched off.
- ◆ Take a register or head count of all children, staff and visitors, wherever possible making reference to the appropriate class registers and signing in logs
- ◆ Reassure pupils and engage in classroom based activities.
- ◆ If possible, have your mobile phone to hand.
- ◆ Do not publicise on social media - All media enquiries must be coordinated through the Media Officer and contact with relevant individuals will be coordinated through the Admin Officer and/or Parent Liaison/Wellbeing Officer to avoid miscommunication or panic.
- ◆ Remain inside until the all-clear has been given by the Incident Manager (CIMT). This may be received from outside agencies such as the Emergency Services, but only once you have received the information from the Incident Manager (CIMT) can you stand down.
- ◆ Take whatever action is necessary to protect both yourself, children and visitors, but maintain communication to the very best of your ability with the CIMT.

## Shelter Due to Security Breach

Shelter may be required due to a security breach on site. Whilst the risk of this occurring is low due to security measures already in place at the school, these procedures may provide reassurance.

The Government Advice for action to take in such a situation is:

### **Run, Hide, Tell**

Signal for Security Shelter (Indoor):	Five Bells,
Signal for Security Shelter (Outdoor):	Five Bells, Five Whistles, 'All in shouted' Upon instruction from the Incident Manager
Signal for All Clear:	Upon instruction from the Incident Manager

Rooms Identified as suitable for use are: Classrooms
Doors that need to be secured to prevent internal access are: All doors secured remotely or manually.

Means of Communication: Telephone in South block and main block and kitchen. Others emails and text
Please note that in a security breach situation mobile phones should be kept to hand, and on 'silent' mode if possible.

### **Procedure to be followed:**

- ◆ Five Bell/Five Whistles/Shout 'All in'
- ◆ Children and staff go to their own classrooms
- ◆ Close blinds and windows
- ◆ Turn off lights
- ◆ Lock/block the door if possible (some doors have 'thumb turn' locks which are ideal)
- ◆ Stay away from windows and doors
- ◆ Keep out of sight if possible – sit on the floor, under tables, or against walls
- ◆ Consider visibility windows in doors – avoid sheltering in the line of sight through them
- ◆ Take a register or head count of all children, staff and visitors, wherever possible making reference to the appropriate class registers and signing in logs
- ◆ Take whatever action is necessary to protect both yourself, children and visitors but maintain communication to the very best of your ability with the CIMT.
- ◆ If possible, have your mobile phone to hand but switch to 'silent' mode
- ◆ Identify an 'exit' point if you need to make an escape
- ◆ Do not publicise on social media - All media enquiries must be coordinated through the Media Officer and contact with relevant individuals will be coordinated through the Admin Officer and/or Parent Liaison/Wellbeing Officer to avoid miscommunication or panic.

- ◆ Remain inside until the all-clear has been given by the Incident Manager (CIMT). This may be received from outside agencies such as the Emergency Services, but only once you have received the information from the Incident Manager (CIMT) can you stand down.

## **School Closure**

Every effort is made to remain open whenever possible. The decision to close will be made by the Head Teacher after talking to relevant staff and services. The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff to operate safely.
2. Conditions on site are dangerous
3. Conditions or circumstances are considered to be or are anticipated to dangerous.

If the school is to close every effort to inform you asap on the day via a text message. We will ensure this is also broadcast on Radio Humberside broadcast and website and Viking Radio broadcast and website if possible.

The school will make all practicable efforts to keep parents informed. However parents are expected to check their text messages and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility. Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather or unforeseen circumstances, parents will be contacted by text and then by phone either at home or work and asked to collect their children.

Such an early release will only be contemplated in extreme circumstances.

## **School Fire Procedures**

### **Alarm**

- Sound alarm by breaking glass of alarm system.
- Report the source of fire to the office staff.
- Person nearest telephone will dial 999 and call the fire brigade.

### **Action**

- Classes, visitors and other personnel in the school will exit by the nearest door according to situation of the fire. (use map as guidance)
- Please ensure you know alternatives routes if required
- CLOSE ALL DOORS.
- All children and adults to assemble on the back playground in class lines.
- In the event of a fire in South Block, assemble on the field.

### **Teachers**

- Escort children in an orderly manner to the back playground and line up in classes.
- Teachers should ensure all children are quiet.
- Use attendance sheets to check that all the children are accounted for and report to the Headteacher.

### **Admin Staff**

- Admin to unlock gate outside front entrance.
- Admin to take registers to the playground, distribute and check that all visitors are accounted for.
- Mr Church, Mrs Hodgson and Miss Mrs McGarry to carry out a sweep of the following areas:
  - Mr Church - Year 5, Year 4, Kitchen, Year 3, Year 2
  - Mrs Hodgson - Admin office, Girls and Boys Cloakroom and Year 6
  - Mrs McGarry, South Block - Early Years, Year 1, Library, ICT Room and Staff toilet.

### **Lunchtime**

- If the alarm sounds during lunchtime or assembly time, staff should escort any children out of the school they see calmly, and take them out onto the playground and into lines. South Block does likewise.
- Mr Church, Mrs Tomlinson and Mrs McGarry to carry out a sweep of the following areas:
  - Mr Church - Admin Offices, Year 5, Year 4, Boys Cloakroom and Year 6
  - Mrs Tomlinson - Girls Cloakroom, Kitchen, Year 3 and Year 2
  - Mrs McGarry - South Block - Early Years, Year 1, Library, ICT Room and Staff toilet.

- All teaching staff on site should be available to take their own classes and mark off attendance sheets as well as aiding the marking off of other classes in their year.
- Lunchtime staff will be used to mark of attendance sheets of absent staff.

N.B

- If the fire is minor, only attempt to deal with it using apparatus if you have been trained.
- The Fire Brigade must be summoned to confirm it has been extinguished.
- NEVER PUT YOURSELF IN DANGER
- If it is suspected that the source of the alarm is due to fault, vandalism or accident, the Fire Brigade must still confirm this.



**Bomb Alert Telephone Record**

\*If you receive a telephone call from someone who claims to have information about a bomb on your site, record as much information as possible using the prompt questions below. Remain as calm and courteous as possible. Do not provoke the caller.\*

Time of Call:	
Telephone Number You Were Contacted From (if caller ID available, or dial 1471 after the call as this may provide a number):	
Exact Wording of the Threat:	

How many bombs are there?	
Where is the bomb located?	
When will it explode?	
What will cause it to explode?	
What does it look like?	
What kind of bomb is it?	
Did you place the bomb? Why did you do it?	
What is your name?	
What is your address?	
What telephone number can you be contacted on?	
Can you tell me anything else that might be useful?	

Time Call Ended:	
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**CONTACT THE HEAD TEACHER OR MEMBER OF SENIOR LEADERSHIP TEAM IMMEDIATELY**

Other Useful Information:

What gender was the caller?	Male / Female
Approximately how old was the caller?	
Did the caller have an accent?	
Did the caller sound familiar?	
Did the caller use a code word?	
Was there any obvious background noises?	

**What sort of voice did the caller have?**

- Normal                       Well-spoken                       Speech Impediment
- Loud                               Poorly Spoken                       Slur
- Quiet                               Deep
- Whispered                       High Pitched
- Clear                               Hoarse
- Disguised
- Nasal Other

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**What speed did the caller talk?**

- Normal
- Quick

Slow

**How did the caller sound?**

Calm

Angry

Excited

Irritated

Amused

Confused

Upset

Other

**Bomb Alert via E-mail**

Please see East Riding of Yorkshire Council's advice and guidance and include actions in your plan

Other Useful Information

Make sure that if evacuating the school, you take an electronic device from which you can make/receive calls and e-mails.

## Emergency Contact Information

Service		Contact
Emergency Services		999
East Riding Safeguarding Children's Board to Report a child death (you must call this number to report a child death)	Margo Smith, Business Manager, ERSCB	Tel: 01482 395446 Email: <a href="mailto:margaret.smith@eastriding.gov.uk">margaret.smith@eastriding.gov.uk</a> (07800853363 out of hours)
Local Authority 24 Hour Emergency (number to be called for all emergencies except child death)	This service can be contacted to obtain the relevant support from any council service outside normal working hours (24 hour service)	01482 392999 (24 hours)
PLEASE NOTE THAT OF THE BELOW COUNCIL SERVICES THAT ARE 24 HOURS, IN THE EVENT OF AN OUT OF HOURS EMERGENCY THE INDICATED SERVICES WILL NOT BE RECEIVING YOUR CALL ON THE 24 HOUR NUMBERS (above) WILL HAVE NO SUPPORT FROM ALL COUNCIL SERVICES.		
Schools Asset Manager		01482 392191 (office hours)
Safety Services		01482 391117 (office hours)
Communications/Press Office		01482 391440 (office hours)
Educational Visits Coordinator		01482 392417 (office hours)
Educational Psychologists		01482 392254 (office hours)
ERYC IT		01482 394444 (office hours)
Police Non-Emergency		101 (24 hours)
NHS Direct		111 (24 hours)
NPower		0800 073 3000
Northern Powergrid		0800 011 332 (24 hours)
Scottish Power		0800 027 0072
Environment Agency		<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a> 0800 80 70 60 (incident hotline 24 hours)
Yorkshire Water		0902 395 0541
Gas Leaks (national grid emergency line)		0800 111 999 (24 hours)

